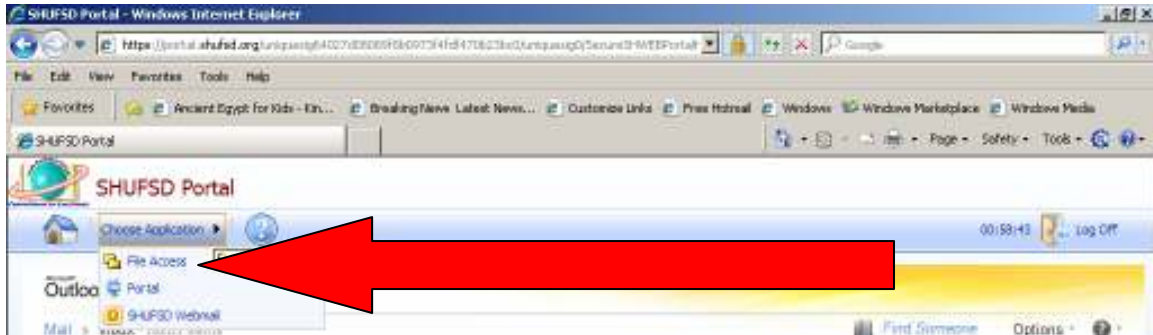
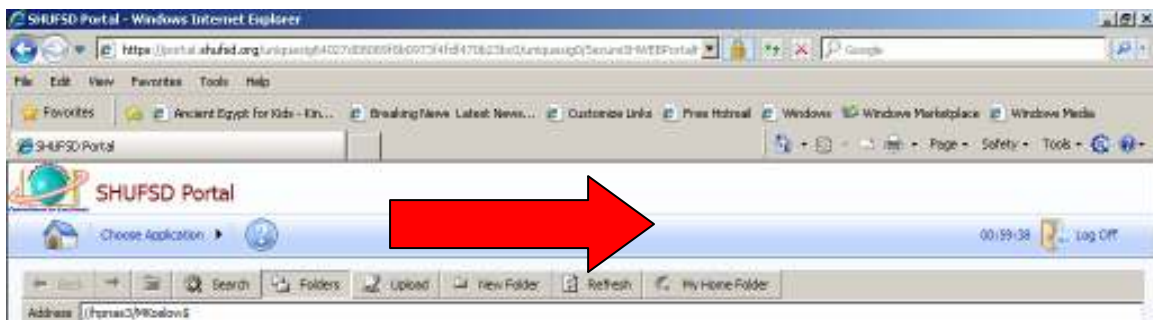


Accessing Files at Home

1. Log into <https://portal.shufsd.org>
2. Click “Choose Application.”
3. Click on “File Access.”



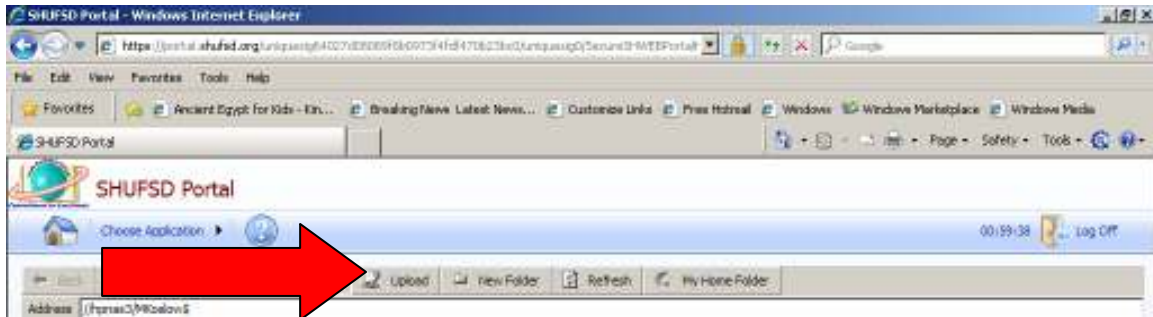
4. Click on “My Home Folder.”



5. Search your documents as you would do on your school computer.

Uploading a Document

1. Click "Upload."



2. Locate the document by choosing "Browse."
3. Rename it and then click "Upload Now."



To upload a file to a specific folder, click on that folder before clicking "Upload."